



211 E STREET
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sonomalibrary.org

LIBRARY DIRECTOR
Brett Lear
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COMMISSION
Tim May – Chair
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David Ebright
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**Sonoma County Library
Announces an Employment Opportunity
BUDGET & FINANCE COORDINATOR**

The Sonoma County Library is seeking a customer service oriented individual with solid communication, team building, and problem solving skills to serve as its Budget and Finance Coordinator. This position is located at the Central Library in downtown Santa Rosa, in the heart of Wine Country, with the Redwoods and Pacific Ocean only minutes away.

THE POSITION

Under general direction of the Chief Financial Officer (CFO) / Manager, Administrative Services Division, performs technical accounting work involving review and analysis of various general ledger accounts, Library budgets, programs, systems and procedures; maintains liaison with Library departments and branches providing them with financial information; and performs related duties as assigned. This is an accounting / financial analyst class and is responsible for gathering, preparing reports, journal entries, and analyzing data related to general ledger account functions, budget processes and functions.

TYPICAL TASKS include but are not limited to:

Assists with the preparation and daily, monthly, annual monitoring of general ledger accounts and the Library annual budget; ensures compliance with all grant reporting requirements; collects data and analyzes Library programs; reconciles the special revenue fund; prepares cost estimates for division operations; prepares State and County reports; prepares narrative and statistical reports and makes recommendations in connection with these studies; acts a lead to the Budget & Finance department support staff including payroll and benefits; administers and maintains financial reporting systems applications; acts as purchasing agent / coordinator for Library system; responsible for coordination of commercial insurance policies, maintains the fixed asset system, and prepares audit schedules, operating manuals, policies, procedures, and work flow charts.

KNOWLEDGE AND ABILITIES

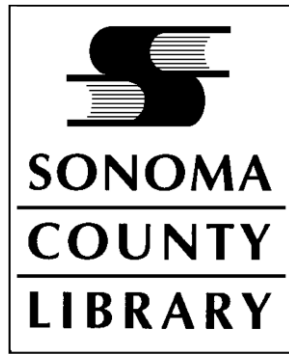
Knowledge of: principles and practices relating to modern budget, program, and systems management; group dynamics as it relates to public organizations; research methodology, report writing and basic statistics and their application; word processing and spreadsheet applications; basic budgetary and public agency financial record keeping principles and terminology, and payroll practices.

Ability to: plan and organize work relating to the various aspects of general accounting and budget, administration, and general management; expertly manage a high volume workload and multiple tasks simultaneously; understand, interpret and apply rules, regulations and ordinances to ensure compliance with federal, state, and local legislation and agencies while providing excellent customer service; effectively communicate orally and in writing; establish and maintain effective working relationships with Library management personnel, employees, vendors, cities, and County staff in carrying out management policies; perform daily, monthly, and annual accounting duties, data collection, interpretation and evaluation; use inductive and deductive reasoning to validate recommendations.

MINIMUM QUALIFICATIONS:

Education and Experience: Completion of a bachelor's degree, including academic course work in accounting, public administration, business administration, management, economics, statistics, or closely related courses.; at least two years of experience related to general accounting, budgetary analysis, or general administration, including purchasing, research analysis and preparation of written reports and recommendations; experience in a library or public agency business office is highly desirable.

SALARY RANGE: \$56,180.80 - \$68,452.80 per year
POSITION AVAILABLE: Now
CLOSING DATE: Open until filled



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APPLICATION: A formal application is required. Applications can be obtained from the Library jobs page: <http://sonomalibrary.org/sites/default/files/application.pdf> or by contacting Carmen Lopez-Caswell at clopez-caswell@sonoma.lib.ca.us. Please send your completed application by e-mail to jobapps@sonoma.lib.ca.us or fax (527-5076), or mail to 211 E Street, Santa Rosa, CA 95404.